

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 9 November 1955

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 45  
2 - 8 November 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. Chief, ISB, visited [ ] on 8 November to discuss with [ ] specific problems dealing with the Training Materials Registry, and the [ ] support of the Registry. C/ISB was informed that a number of the CMT lesson plans had been transcribed and would be available for cataloging in the Registry. Every endeavor is being made by the instructional staff at [ ] to bring up to date past lesson plans, and to have these made available for reference purposes.

2. OTR Five-Year Report. The VAS art staff is currently preparing the final page layouts and artwork for the publication of the Report. Materials for the preparation of the graphs and charts are being supplied to VAS by [ ]

3. Catalog of Courses, Revisions, November 1955. Work on the production of the catalog is continuing at PSD/LO.

4. Chief, ISB, presented the lecture "Art, Architecture and Music of Russia" on 2 and 3 November at Central Building. The presentation was one of the lectures in the current Orientation Lecture Series on Russia given in English. The lecture series is being recorded on tape and copies are being made available for training purposes at [ ]

### 5. Bibliographies and Research:

a. Political and Psychological Warfare—A search was made of the Library of Congress catalog for Spanish language materials dealing with the subject. No material was located. NDR indexes will be perused.

b. Course for Reserve Officers in CIA—Approximately 30 bibliographies have been given to [ ] for selection of appropriate materials. [ ] of the Library Staff/OTR were fully briefed on the scope of the project, and the requirements LIB/ISB would be able to handle were set forth.

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c. Bibliography on Germany--The final selections of approximately 250 titles have been made and the bibliography is being prepared for publication.

6. Publications--Reproduction:

a. Instructor Guide, CIA/USAR Training Program, 1956. A total of 36 ditto masters were reproduced and collated for DC/PPS/TR, sixty pages each. The request was completed 8 November 1955.

7. The English sound track for the short [ ] film was completed 8 November, and the film delivered to BOC. AAS assisted in making of the sound track; final processing of the film and track was completed by PSD/LO. 25X1

8. Attendance at the language film program:

German	2 November	[ ]
Spanish	3 November	[ ]

25X1

9. Training aids completed during the week:

- a. BASIC/BOC. Prepared 1 special training aid, flannel board, total--15 cards.
- b. BASIC/CIA Introduction. Miscellaneous cards.
- c. LANG-AREA. Miscellaneous signs; total--1
- d. O/SECURITY. Design and artwork for 1 briefing chart.
- e. O/SI. Design and production of 1 chart.

10. Personnel

a. [ ] Librarian, has completed her period of orientation with the OTR Library Section, and departed for [ ] PCS on 8 November 1955. 25X1

b. The Order Branch/OCR has responded efficiently to an unusually large number of book orders during the past few months for OTR instructors. They have expedited many RUSH requests for the LETS courses planned or underway. In particular a number of individuals, with whom OTR/LIB has daily contact, should be commended: [ ] 25X1

c. [ ] both reported back on duty with the AAS Unit on 7 November 1955.

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